

DRAFT MEETING MINUTES

MEETING NAME: WISCONSIN ENTERPRISE ARCHITECTURE TEAM (WEAT)
DATE: APRIL 20, 2004
TIME: 10:00 A.M. TO 12:00 P. M.
LOCATION: 8G

WEAT Members:

- Group Leader/Chief Enterprise Architect—Ben Banks (DET)
- Lead Technical Enterprise Architect—George Ross (DET)
- Enterprise Architect—Keith Hazelton (UW)
- Enterprise Architect—Bud Borja (Milwaukee Co., local government)
- Enterprise Architect—Jay Jaeger (DOT, large state agencies)
- Enterprise Architect—Judy Heil (DATCP, small state agencies)

DET Support Staff:

Chris Alberts, Patricia Carlson, Dan Proud

*Note: Absent were Ben Banks, Patricia Carlson, and Keith Hazelton.
Ben Borja was connected by telephone speaker.*

Agenda Items:

1. Additions or Corrections to 4/15/04 Minutes—Dan Proud
2. Review of 4/15/04 Action Items—Ben Banks
3. Discuss and Approve EA Rationale—Ben Banks
4. Discuss Other Documents as Needed
5. Determine Followup Steps

Action Items

1. Dan: Distribute updated Rationale to WEAT members.
2. All: Write assigned sections of Rationale and send to Dan by noon Wed. 4/21.
 - Background ---- Ben, George
 - What is EA? --- Judy
 - Why are we doing it? (business objectives) --- Jay
 - What is the scope --- Dan & Chris

3. Dan: Finish updates to Principles and distribute to WEAT.
4. Dan: Update Charter with minor changes.

1. Review of Minutes—Dan Proud

Minutes were okay--no comments from members.

2. Review of 4/15/04 Action Items—Team

Ben was absent, so the team reviewed action items from last meeting:

- 2.1. Dan combined all the Principles, but needs to check that all changes are incorporated.
- 2.2. Dan distributed the Business Plan for review.
- 2.3. Members approved the Business Plan with minor changes.
- 2.4. Members reviewed the Rationale and submitted changes.
- 2.5. Dan printed the Rationale for today's meeting.
- 2.6. Dan has not yet updated the Charter with font changes.

3. Discuss and Approve EA Rationale—Team

The team agreed that the latest draft needed to be completely reworked. George stated that we need to agree on what architecture is, and that the document does adequately explain this, who we are, or how we will implement the architecture. He added that we have not articulated a vision. Jay argued that the CIO must articulate a vision, not WEAT. We will be developing a scorecard as a priority in the next phase. Judy added that time is of the essence and need to put EA in place as soon as possible because of technology decisions being made right now. The consensus was to work on an outline for the document and fill it in afterwards using the existing text.

We formulated an outline of the Rationale and assigned each other the task of writing a draft for different sections:

Executive Summary
Background ---- Ben, George et al
Why are we doing it? (business objectives) --- Jay
What is EA? --- Judy
What is the scope --- Dan & Chris
Introduce the business plan---how are we going to implement EA
Appendix to the EA Strategy: Scorecard sample --- (done)

4. Discuss Other Documents—Team

We have approved the Business Plan, Charter, and the Principles. Jay had proposed a new principle in the Management and Organization Principles. Judy, Jay, and Dan went over the wording and made minor changes:

2. The processes for selecting technology must be open and transparent.

Context

IT technology decisions must consider business input from stakeholders and be open, transparent, and well documented. This requires allowing time for necessary consideration of issues by stakeholders, technical staff, and management. Once a decision has been reached, unnecessary, unproductive debate should not continue.

Rationale

- To promote open decision-making that will stand up to later scrutiny and audit
- To provide stakeholders and technical staff sufficient opportunity to identify important factors relating to potential technology investments
- To ensure that decisions are made according to appropriate investment strategies
- To encourage necessary analysis of issues without losing focus
- To avoid unproductive controversy after decisions are made
- To avoid inappropriate bias towards particular vendors or technologies
- To promote a healthy IT culture where the best overall solutions are identified and implemented

Implications

- Decisions must employ and be guided by EA principles
- Decision-making processes must allow ample time and opportunity for productive debate
- Decisions must be well documented so that all parties know when the time for debate has ended

5. Determine Followup Steps—Team

We will follow this timeline to finish the Rationale:

Tuesday—Assignees will rewrite their sections.

Wednesday—Assignees will finish their drafts by noon and email copies to Dan, who will turn them around in the afternoon.

Thursday—WEAT members will comment on the draft pieces and email comments to Dan by 8 a.m.; Dan will finish the draft of the Rationale by end of day.

Friday—Ben will submit the document to Matt.

All documents will be finished and delivered to Matt by Friday.

No meeting was scheduled.